

Approved by Planning Body Co-Chairs on July 8, 2019

Purpose

The Ryan White CARE Act requires local Planning Councils to “[a]ssess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area” (Ryan White Part A [formerly Title I] *Manual*, Section V, Chapter 1, Page 4). To meet this mandate, a time-specific documented observation of the local procurement, expenditure, and reimbursement process for Ryan White funds is conducted by the local Planning Councils (*Manual*, Section VI, Chapter 1, Page 7). The observation process is not intended to evaluate either the local administrative agency for Ryan White funds or the individual service providers funded by Ryan White (*Manual*, Section VI, Chapter 1, Page 8). Instead, it produces information about the procurement, expenditure, and reimbursement process for the local *system* of Ryan White funding that can be used for overall quality improvement purposes.

Process

In the Charlotte Transitional Grant Area (TGA), an assessment of the local administrative mechanism is performed for each Fiscal Year of Ryan White Part A funding using a written checklist of specific data points. Taken together, the information generated by the checklist is intended to measure the overall efficacy of the local procurement and reimbursement of the administrative agents for (1) Ryan White Part A and (2) Minority AIDS Initiative (MAI) funds. The checklist is reviewed and approved annually by the Ryan White Planning Body of the Charlotte TGA. Application of the checklist, including data collection, review, analysis and reporting, is performed by the Ryan White Planning Body Administrator in collaboration with the administrative agents for the funds.

All data and documents reviewed in the process are publicly available on the Ryan White Planning Body’s website: <https://www.mecknc.gov/HealthDepartment/RyanWhite/Pages/Ryan-White-Planning-Body.aspx>.

Definitions

The checklist for the assessment of the administrative mechanism for the Charlotte TGA is attached below. The following acronyms are used in the checklist:

1. AA: Administrative Agent
2. FY: Fiscal Year (The FY to be assessed for Part A and MAI will be the immediate prior FY, beginning March 1 annually)
3. MAI: Minority AIDS Initiative
4. MOU: Memorandum of Understanding (between the AA and the Planning Body)
5. NoA: Notice of Award
6. PB: Ryan White Planning Body
7. RFP: Request for Proposal

Checklist for Assessment of the Efficiency of the Charlotte TGA Ryan White Administrative Mechanism FY 2018-2019

Approved by Planning Body Co-Chairs on July 8, 2019

Intent of the Measure	Data Point to Measure	Method of Measurement	Data Source
Section I: Procurement/Request for Proposals Process			
To assess the timeliness of the AA in procuring funds to contracted agencies to provide services	Time between receipt of NoA by the AA and when funds are procured to contracted service providers	What percentage of the award was procured within the first 90 days of the fiscal year?	Fiscal Year 19 Award Distribution spreadsheet provided by AA to PB
To assess if the AA requests bids for and awards funds to PB-approved service categories	Comparison of the list of service categories awarded funds by the AA to the list of allocations made by the PB	Did the awarding of funds in specific categories match the allocations established by the PB at the: <input type="checkbox"/> 1 st quarter? <input type="checkbox"/> 2 nd quarter? <input type="checkbox"/> 3 rd quarter?	Fiscal Year 19 Award Distribution spreadsheet; PB allocations report (PSRA minutes provided by PB Support Staff)
To assess if the AA informs potential bidders of the grant award process	Confirmation of communication by the AA to potential bidders specific to the grant award process	Does the AA have a grant award process which: <input type="checkbox"/> Provides bidders with information on applying for Part A/MAI grants? <input type="checkbox"/> Offers a bidder's conference?	RFP; Communication summary between AA and MC Procurement Div.; Agenda from bidder's conference
To assess if the AA disperses all available funds for services and, if not, are unspent funds within the limits allowed by the funder	Review of final spending amounts for each service category	At the end of the year, were there unspent funds? If so, in which service categories?	Fiscal Year 19 Award Distribution spreadsheet provided by AA to PB
Section II: Reimbursement Process			
To assess the timeliness of the AA in reimbursing contracted agencies for services provided	Time elapsed between receipt of an accurate contractor reimbursement request or invoice and the issuance of payment by the AA	a) What is the average number of days that elapsed between receipt of an accurate contractor invoice and the issuance of payment by the AA? b) What percent of contractors were paid by the AA after submission of an accurate invoice within 30 days?	Annual Contractor Reimbursement Report

Reports provided by the AA to the PB will not include provider names.

Approved by Planning Body Co-Chairs on July 8, 2019

Report

Introduction

On March 29, 2019, the Recipient provided the following items to the Planning Body Administrator, which the Administrator immediately forwarded to the Planning Body Co-Chairs:

1. Fiscal Year 2018 Annual Contractor Report
2. Request for Proposals 2017-2019
 - a. Issued December 2, 2016
3. Pre-Proposal Conference Presentation
 - a. Bidders Conference held on December 16, 2016
4. Fiscal Year 2019 Distribution
 - a. Reviewed and accepted by Planning Body Executive Team, March 11, 2019;
 - b. Reviewed and accepted by full Planning Body on March 20, 2019

These are the documents agreed upon to complete the AEAM, and the Recipient submitted them to the Planning Body within the timeline requested.

Procurement / Request for Proposals Process

Timeliness of Procurement, Reimbursement, & Disbursement of All Funds

During Fiscal Year 2018-2019, HRSA did not award full funding, awarding only partial funding incrementally.

The Recipient implemented an Invoice Tracking System to assist with ensuring all provider invoices are processed in a timely manner. Invoices are tracked from the time they are first received by the Recipient through the entire review and approval process. The Recipient has a performance goal of processing invoices within 30 days of their receipt. The Recipient reviewed 89 (100%) of provider payments to measure the timeliness of payments to providers. The following summarizes the results of this review:

1. 14 days was the average processing time for provider invoices (from date of receipt of correct invoice until payment date),
2. 76 (85%) of provider invoices were paid within 21 days of receipt of a correct invoice,
3. 13 (15%) of provider invoices were paid within 30 days of receipt of a correct invoice.

The Recipient closely monitors contract balances and spending rates monthly and performs quarterly redistribution of funding as needed to ensure funds are readily available to areas of greatest need. The results of this process resulted in 100% of the FY 2018 funding expended at the end of the program year.

Planning Body Allocations

The Charlotte TGA did not have a formal Planning Body before Fiscal Year 2018-2019, but rather had an Advisory Group. The Recipient funded service categories prioritized and recommended by the Advisory Group.

Bidders Conference

The Charlotte TGA operates on a 3-year contract cycle. The Recipient issued RFPs on December 2, 2016 and held a bidder's conference on December 16, 2016, allowing for submission of written questions up to 3 days before the bidder's conference. The bidder's conference presentation included:

1. Doing business with Mecklenburg County

Checklist for Assessment of the Efficiency of the Charlotte TGA Ryan White Administrative Mechanism FY 2018-2019

Approved by Planning Body Co-Chairs on July 8, 2019

- a. Financial Services / Procurement
- b. Vendor Management Program
- c. Minority, Women, and Small Business Enterprise
- d. Mecklenburg County Risk Department
- e. Mecklenburg County Legal Department
2. RFP Introduction and General Information
3. RFP Submittal and Process
4. RFP Scope
5. Proposal Format and Evaluation
6. Question & Answer Session

Conclusion

The Recipient has met all AEAM measures outlined by the Planning Body. Additionally, the Recipient is working closely with the Planning Body Administrator and Executive Team to ensure Fiscal Year 2019-2020 allocations are in alignment with the Planning Body's allocations/reallocations. Current FY 2019-2020 allocations have been presented to and approved by the Planning Body Executive Team and the full Planning Body Membership.

X

Chelsea Gulden
Planning Body Co-Chair

X

Christopher Jones
Planning Body Co-Chair

X

Kayla Earley
Planning Body Administrator